



Louisville-Jefferson County Metro Government
Department of Inspections, Permits and Licenses
Metro Development Center
444 South Fifth Street, Suite 100, Louisville, KY 40202-4314
Telephone: (502) 574-3321 Fax: (502) 574-3997

All signs must be accompanied by hanging plans and site plans, including any other information required to issue a permit. Sign permits fees are fifty cents (\$.50) per square foot of sign face. If you have more than 3 signs use a supplemental sign application form and attach it to this form.

SIGN PERMIT APPLICATION

Location					Est. Cost	\$
Applicant					Lic. No.	
Owner/Lessee					Phone	
Address					Email	
City		State		Zip Code		

Sign Detail

ID No.		Decal No.		Permit Fee	\$
<input type="checkbox"/> Attached		<input type="checkbox"/> Freestanding		<input type="checkbox"/> Freestanding Directional	
<input type="checkbox"/> Small Freestanding (portable)		<input type="checkbox"/> Banner		<input type="checkbox"/> Other	
Illuminated		LED		Rate Change Per Second	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Height		Width		Thickness	Sq. Ft.
Wind Load (PSF)		No. of Faces		Pedestrian Clearance	Height to Highest Point
Building Information		Wall: <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Right Side (facing front) <input type="checkbox"/> Left Side (facing front)			
Length		Height		Total Square Foot	
Existing Signs	Are there any existing signs on this wall? <input type="checkbox"/> Yes (Photo Required) <input type="checkbox"/> No				If Yes, Total Square Feet:

Sign Detail

ID No.		Decal No.		Permit Fee	\$
<input type="checkbox"/> Attached		<input type="checkbox"/> Freestanding		<input type="checkbox"/> Freestanding Directional	
<input type="checkbox"/> Small Freestanding (portable)		<input type="checkbox"/> Banner		<input type="checkbox"/> Other	
Illuminated		LED		Rate Change Per Second	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Height		Width		Thickness	Sq. Ft.
Wind Load (PSF)		No. of Faces		Pedestrian Clearance	Height to Highest Point
Building Information		Wall: <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Right Side (facing front) <input type="checkbox"/> Left Side (facing front)			
Length		Height		Total Square Foot	
Existing Signs	Are there any existing signs on this wall? <input type="checkbox"/> Yes (Photo Required) <input type="checkbox"/> No				If Yes, Total Square Feet:

In consideration of the approval of this application the undersigned hereby agrees to comply with sign standards stipulated on the Code of Ordinances. Also to indemnify and hold Louisville-Jefferson County Metro Government against any claim for damages to the person or property of anyone occasioned by, or in any way growing out of the erection of maintenance of said sign over said public way, and will defend all suits and pay all judgments therefore against Louisville-Jefferson County Metro Government. Special approval required if location in Preservation, Urban Renewal and River Front districts. Also in accepting this permit the owner or his authorized agent agrees to comply with all applicable zoning regulations for the zoning district in which said sign is to be constructed.

Signature of Authorized Agent
(Property Owner or Lessee)

Date

*Video signs require Planning and Design approval based on the Land Development Code (LDC)

Office Use Only			
Total Sq. Ft.		Zoning District	
Permit No		Total Permit Fee \$	

[illegible]

Sign Contractor Identification Applicant Requirements

- Occupational Licenses Number with the Louisville-Jefferson County Revenue Commission located at 101 S. 8th Street, the phone number is 502.574.4900.
- Unemployment Affidavit (obtained at IPL)
- Liability Property Damage & Bodily Injury Insurance of at least \$250,000 listing Louisville Metro IPL as the certificate holder.
- Workman's Compensation Insurance (not necessary if there are no employees)
- An annual fee of \$125.00 payable in cash, money order or by check to Metro Finance.
- Valid Passport, State ID, or Drivers License
- Sign Contractor Identification Licensing dates are from May 1st – April 30th

Supplemental Sign Application Form

Sign Detail									
ID No.		Decal No.		Permit Fee	\$				
<input type="checkbox"/> Attached		<input type="checkbox"/> Freestanding		<input type="checkbox"/> Freestanding Directional		<input type="checkbox"/> Outdoor Advertising			
<input type="checkbox"/> Small Freestanding (portable)		<input type="checkbox"/> Banner		<input type="checkbox"/> Projecting		<input type="checkbox"/> Other			
Illuminated			LED		Rate Change Per Second		*Video		
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Height		Width		Thickness		Sq. Ft.			
Wind Load (PSF)		No. of Faces		Pedestrian Clearance		Height to Highest Point			
Building Information		Wall: <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Right Side (facing front) <input type="checkbox"/> Left Side (facing front)							
Length		Height				Total Square Foot			
Existing Signs		Are there any existing signs on this wall? <input type="checkbox"/> Yes (Photo Required) <input type="checkbox"/> No				If Yes, Total Square Feet:			

Sign Detail									
ID No.		Decal No.		Permit Fee	\$				
<input type="checkbox"/> Attached		<input type="checkbox"/> Freestanding		<input type="checkbox"/> Freestanding Directional		<input type="checkbox"/> Outdoor Advertising			
<input type="checkbox"/> Small Freestanding (portable)		<input type="checkbox"/> Banner		<input type="checkbox"/> Projecting		<input type="checkbox"/> Other			
Illuminated			LED		Rate Change Per Second		*Video		
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Height		Width		Thickness		Sq. Ft.			
Wind Load (PSF)		No. of Faces		Pedestrian Clearance		Height to Highest Point			
Building Information		Wall: <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Right Side (facing front) <input type="checkbox"/> Left Side (facing front)							
Length		Height				Total Square Foot			
Existing Signs		Are there any existing signs on this wall? <input type="checkbox"/> Yes (Photo Required) <input type="checkbox"/> No				If Yes, Total Square Feet:			

Sign Detail									
ID No.		Decal No.		Permit Fee	\$				
<input type="checkbox"/> Attached		<input type="checkbox"/> Freestanding		<input type="checkbox"/> Freestanding Directional		<input type="checkbox"/> Outdoor Advertising			
<input type="checkbox"/> Small Freestanding (portable)		<input type="checkbox"/> Banner		<input type="checkbox"/> Projecting		<input type="checkbox"/> Other			
Illuminated			LED		Rate Change Per Second		*Video		
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Height		Width		Thickness		Sq. Ft.			
Wind Load (PSF)		No. of Faces		Pedestrian Clearance		Height to Highest Point			
Building Information		Wall: <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Right Side (facing front) <input type="checkbox"/> Left Side (facing front)							
Length		Height				Total Square Foot			
Existing Signs		Are there any existing signs on this wall? <input type="checkbox"/> Yes (Photo Required) <input type="checkbox"/> No				If Yes, Total Square Feet:			